

The Mary E. Griswold School Parents Club By-Laws

Article I. Name

This club shall be known by the name of Mary E. Griswold School Parents Club.

Article II. Objective

This club shall be formed to provide programs for its members in the form of social and educational activities.

- A. This club shall provide programs and/or materials for the Mary E. Griswold School children to enrich their extracurricular, social and educational activities.
- B. The Griswold School Parents Club is a non-profit organization and all proceeds and profits from dues, fundraisers and from the school store are used for programs and materials for the children of Mary E. Griswold School.
- C. Said organization is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to the organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- D. No part of the net earnings of the organization shall inure the benefit of, or be distributable to its members, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- E. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purpose.

Article III. Membership

- A. Membership is open to all parents and/or guardians of the Mary E. Griswold School students.
- B. All administrators and teachers of Mary E. Griswold School staff shall be ex officio members.
- C. Dues: Dues for membership shall be assessed per family, per year, payable at time of application.

Article IV. Officers

- A. The officers of this club shall consist of the President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer.

- B. The terms of office shall be one year for all offices unless re-elected for another year, with the exception of treasurer, whose term of office will be two years.
- C. Elections.
- a. Election of officers and committee chairmen shall take place at the May meeting for Mary E. Griswold School Parents Club.
 - b. Installation of officers and committee chairmen shall take place in June.
- D. **Duties of Officers:**
- **President:**
 - The President shall preside at all meetings and Executive Board meetings of the Mary E. Griswold School Parents Club.
 - The President shall appoint all special committee chairmen, except the nominating committee chairman.
 - The President shall be an ex officio member of all Boards and Committees of the Mary E. Griswold School Parents Club, except the nominating Committee.
 - The President shall represent the Mary E. Griswold School Parents Club at all town wide functions when needed.
 - The President shall be empowered to sign all checks in the absence of the Treasurer.
 - The immediate past President shall be an ex officio member of the Executive Board the following year.
 - Facilitate payment of yearly insurance.
 - **Vice President:**
 - The Vice President shall preside at all meetings in the absence of the President.
 - The Vice President shall oversee organization, recommendation and ordering of the Wish List, in conjunction with the principal.
 - The Vice President shall compile a listing of all Wish List items ordered and submit it to the President and Treasurer in June.
 - The Vice President will review Mary E. Griswold School Parents Club By-laws, with principal and assistant principal, each year.
 - The Vice President is responsible for receiving and approving all posts along with daily monitoring of the Parents Club Facebook account.
 - **Recording Secretary:**
 - The Recording Secretary shall keep a correct record of the proceedings of all Executive Board and regular meetings. Minutes will be available for members to read at the following monthly business meeting.
 - In the absence of the President and Vice President, the Recording Secretary shall preside at the meeting.
 - **Corresponding Secretary:**
 - The Corresponding Secretary shall take care of all correspondence, including requisitions for use of the building, organizing back to school packet compilation, thank you notes, condolence cards, donation gift cards and invitations.
 - The Corresponding Secretary shall reserve the library for the Parents Club monthly meetings.
 - **Treasurer:**
 - The Treasurer shall collect all monies, which shall be deposited in the bank account.
 - The Treasurer shall sign all checks drawn on the account of Mary E. Griswold School Parents Club account.
 - The Treasurer, assisted by the Executive Board, shall be responsible for preparing financial statements to close out the books as of June 30th each year.
 - The Treasurer shall keep bank signature cards up to date.
 - The Treasurer shall make a report at each regular meeting of the treasury's balance and all expenses paid and monies received during the preceding period.

- All cash deposits MUST have 2 signatures on the deposit form. Both parties must count and verify the amount before signing.
- Event chairs shall provide the Treasurer(s) with a detailed listing of ticket purchasers when submitting the event deposit. The listing should include by row: name of purchaser (can be parent/guardian/student), the number of tickets purchased, the total amount received and method of payment; cash, check # or credit card. This listing will be required for all events hosted onsite, as it is already provided for external vendors.
- The laptop is sole property of the Griswold Parents Club. It is loaned out to the treasurer for the use of only treasurer obligations. No other installations of programs or applications can be put on the laptop without prior permission from the Griswold Parents Club. It is to be relinquished after the treasurer's term.

E. Year End Reports:

Each officer and committee chairman should present an annual report at the last meeting in the spring. A copy of this report shall be submitted to the President prior to the meeting. Each officer and committee chairman shall be responsible for keeping permanent records in a notebook of all duties and activities for the past year to be passed onto the incoming officer or chairman at the last Executive Board meeting.

Article V. Meetings

- A. Regular monthly meetings of this club will be held on the designated day each month and shall commence at the time and place to be designated by the Executive Board.
- B. The members in attendance constitute a quorum. Any vote shall be passed by majority of the quorum. The President shall determine the voting method.
- C. Special meetings may be called by the President or and three of the Executive Board. A call for a special meeting shall state business to be transacted and no business of any other nature shall be transacted except that which is specified in the call.
- D. The business meetings shall be conducted in an informal but orderly manner.

Article VI. Executive Board

- A. The Executive Board shall consist of all elected officers and chairmen as follows: President, Vice President, Recording Secretary, Treasurer and Corresponding Secretary.
- B. The duties of the Executive Board shall be to administer the affairs of the Mary E. Griswold School Parents Club, to increase the efficiency of the work, make recommendations to the club to be voted on by the members, and to call special meetings.
- C. The Executive Board has the power to make emergency decisions when a vote of the members cannot be obtained, as long as a decision involving expenditure does not exceed \$300.00.

Article VII. Committees

A. Parent Advisory Committee Representatives(PAC):

- The Parent Advisory Committee representatives will be the liaisons between the Mary E. Griswold Parents Club and the Board of Education.
- The Parent Advisory Committee representatives will report to the Mary E. Griswold Parents Club about the monthly minutes of the meeting.

B. Curriculum Enrichment Committee:

- The Curriculum Enrichment Chairperson will provide programs to enhance each grade level curriculum.
- The Curriculum Chairperson will survey grade level teachers each spring for programs. Requests will be reviewed by the School Principal and Committee Chairperson and prioritized.
- Requests and funding for the following year's programs will be voted on each spring.

C. Fifth Grade Committee:

- The Fifth Grade Committee Chairperson shall be responsible for providing each member of the graduating class with a school yearbook. The funding for this yearbook shall come from the general fund.
- All other activities planned by the Fifth Grade Committee shall be funded by the efforts of the committee (i.e. fifth grade activities fee, parent donation) with prior approval of the Executive Board.
- Any committee funds, not used will be put back into The Griswold School Parents Club budget.

D. Hospitality Committee:

- The Hospitality Committee shall purchase all necessary items (coffee, tea, milk, sugar, paper goods, etc.) for each event.
- The Hospitality Committee shall arrange for the refreshments for the kindergarten classes as needed for the beginning of each school year.
- The Hospitality Committee shall be responsible for setting up the refreshments for Griswold School's Parents Club events as needed.

E. Membership:

- The Membership Committee Chairperson shall collect the member's dues and turn them over to the Treasurer.
- The Membership Committee Chairperson shall prepare a list of member's names, addresses and telephone numbers for the Executive Board.
- The Membership Committee shall be present at meetings to welcome new parents to the organization.
- The Membership Committee shall use information gathered during membership drive to coordinate a list of volunteers.

F. Product Label Coordinator:

- The Product Label Coordinator shall be responsible for collecting and sorting product labels from any companies offering bonus materials for their products.
- The Product Label Coordinator shall submit these labels for proper credit.
- The Product Label Coordinator shall submit a list of all products ordered, listing company and points used, to the President and Treasurer each June.

G. School Spirit Committee:

- The School Spirit Chairperson shall be responsible for coordinating activities that lend themselves to a unified feeling in the school.
- Such activities may include Holiday treats or special school spirit days.
- All activities shall be cleared through the school administration.

H. School Store:

- The School Store shall be opened at a pre-determined time on dates approved by the Principal and chairperson.
- The School Store Committee shall be responsible for buying merchandise, setting prices and selling merchandise.
- The School Store Chairperson shall be responsible for getting other parents to help run the school store.
- School store should be self-sustaining each year. The money earned should cover the cost of operating the store. Any profit at the end of a given year will become part of the Griswold Parents Club general fund.

I. Special Events/ Cultural:

- o The purpose of this committee is to expose the children to the professionals of the performing arts, thereby enriching the school curriculum.
- o The Cultural Chairperson shall work with the faculty to provide cultural programs for the entire school population

J. Other Committees:

- o Other Committees may be formed as the need arises.

K. Nominating Committee:

- o The Nominating Committee Chairperson shall be elected by the membership of the Mary E. Griswold School.
- o The Nominating Chairperson shall choose three members to serve on the nominating committee who represent a cross-section of the membership, preferable one new member.
- o The Nominating Chairperson shall submit a nominee for each office and for each chair ship which is elected by the membership.
- o The Nominating Committee Chairperson shall present nominations one month prior to the meeting at which elections are to be held.
- o Nominees for positions to The Parents Club must complete and submit a Statement of Interest Form to the Nominating Committee Chairperson.
- o Nominees must be current members of The Parents Club.

L. Special Events

- o Special Events will be determined by the interests and availability of Mary E. Griswold Parents Club Members.

M. Misc. Items:

- o For safety and liability reasons, younger (non-school aged) children are not permitted to attend events with adults who are volunteering for the Parents Club.

Article VIII. Donations:

- o Donations to organizations in the name of Mary E. Griswold School Parents Club shall be given with two-thirds approval of the membership.
- o Memorial donations will be given to students after a loss of a parent and school staff after the loss of a child, spouse or parent.
- o A donation suggestion list shall accompany these by-laws. Variation from the suggestion list can occur with prior approval of the Executive Board.

Article VIII Donations List

The following is a list of donations to be used in accordance with Article VIII of the Mary E. Griswold School Parents Club By-Laws. This list should serve as a recommendation and as stipulated in the by-laws, variation from the suggestion list can occur with prior approval of the executive board.

Donation for	Amount or Recommended Action
Staff loss of a child, spouse, sibling or parent	The Parents Club will send a card and donate a book of the staff member's choice to the Griswold School Library in memory of the family member. The amount of this should not exceed \$35.00.

Student loss of parent	A scholarship donation of \$250.00 should be made for the child in an account designated by the family or guardians.
Student Loss of a Sibling	The Parents Club will send a card and donate a book of the staff's choice to the Griswold School Library in memory of the student's sibling. The amount of this should not exceed \$35.00.
Loss of student	The Parents Club will donate \$250.00 to the family. The Parents Club will also donate a book not exceeding \$35.00 to the library in the child's name.
Organizations	Donations to organizations in the name of Mary E. Griswold School Parents Club shall be given with two-thirds approval of the membership.
Teachers retiring from Griswold School	The Parents Club will send a card and donate a book of the staff member's choice to the Griswold School Library. The amount of this should not exceed \$35.00.

Article IX. Parliamentary Authority:

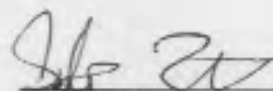
All business meetings shall be conducted in an informal but orderly manner. Robert's Rules of Order shall be accepted as the Parliamentary reference on any question not clearly stated in the By-laws.

Article X. Method of Amending

- o The By-laws may be amended at any regular meeting of the Mary E. Griswold School Parents Club by a two-thirds vote of the quorum.
- o Steps to amending: Amending requires three steps, each to be held at a separate meeting.
- o Proposal and discussion of an amendment.
- o Presentation of a proposed amendment to the membership.
- o Vote on the proposed amendment.

This must be dated and signed by 2 members that are Officers, Directors, Trustees or other authorized members.


 Tracy Sisti, President


 Sylvia Zoltobrach, Vice President

Parent Club Memorial Card/Donations

